

Meeting Date:

June 27, 2002

Members Present:

Dale Brewer (Recorder, proxy)
Virginia Francis (Assessor, proxy)
David Shonle (County Clerk, proxy)
Marty Womacks (Auditor)
Charlene Parks (IPS)

Others Present:

Charles Coleman (Decatur Township Assessor)
Carol Metz (City Purchasing Division)
Katrina Kimble (Office of Corporation Counsel)
Peter Montgomery (Collections Division - OCC)
Matt Hankins (Collections Division – OCC)
Lynn Faulk (Pike Township Trustee's Office)
Ann Abel (DMD – Current Planning Division)
Mark Mertz (Commission Counsel)

The meeting was called to order by Dale Brewer, proxy for Chairman Wanda Martin.

Approval of Minutes: A motion was made by David Shonle to approve the minutes of the January 25, 2002 meeting. Motion was seconded by Marty Womacks and unanimously approved.

Decatur Township Assessor: A request was made to destroy the following records: Active and Inactive 101s, 102s, 103s, 104s with supporting documents (1978– 998): Mobile Home Notices (1995–1998): Blue Books (1999): Mobile Home Repots (1990–1996): Field Work Sheets (1991–1995): Reassessment Field Sheets (1995): Reassessment Field Sheets and Assessment Form 11 (1995): Assessment Notices Form 11 (1980–1989): Assessment Notices Form 11 Returned (1994 –1995): Deleted Property Record Cards (1989): Deleted Property Transfer Cards (1993–995): Appeals & Deleted Property Records Cards (1989): Auditor's Corrections & Tax Charts (1992– 1997): Receipt Books for copy fees, etc. (1992–1997): Paperwork for Cut outs/Splits and Combinations (1996–1999): Property Record Transfer Cards (1955– 1979): Property Record Outside Transfer Cards (1995–1965): Pictures of Assessed Improvements (1990-1999): Property Record Cards (1979–1980): Decatur Township Recorded Deeds (1961–1988): Homestead Report (1993-1998): State & County Refunds (1990–1998): Request for Correction by Special Billing (1990-1998): Decatur Township Teardowns Worksheets (1979-1989): Auditor/Treasurer Tax Sale (1994-1998): Marion County Direct Payment Vouchers (1997-1998): Payroll Vouchers, Time Sheets, Time Records 91997-1998): Budget Reports (1991-1998): State Distributables Report (1978-1998): Comprehensive Annual Report (1993-1998).

David Shonle noted that the payroll items were on the Financial Retention Schedule and did not need to be stated on the PR1 form. Recommendation was made to shred the Form 103 due to confidential information contained on the form. Due to the year of 1999 listed for several documents, Mr. Shonle moved to amend the PR1 listing to have these 1999 documents destroyed after January 1, 2003. Ms. Womacks seconded the amended request and it was unanimously approved.

Department of Metropolitan Development, Current Planning: A request was made to transfer the following documents: Variances, Rezonings, Plats, Companions, Special Exceptions, Hearing Officers, Approvals, Vacations (1998). It was ascertained that the transfer of these documents was to another area controlled by the agency. Since this location was under the jurisdiction of the

agency, there was no need for the commission to take action as it was classified a simple transfer from one office to another.

City of Indianapolis, Purchasing Division: A request was made to microfilm and destroy the following documents: Expired Annual Contracts (1993-1996): Circle Center Block Garage Projects (1997): Construction Projects (1998): Professional Service Contracts (1998). Mr. Shonle moved to accept this request and Ms. Parks seconded it. The motion was unanimously approved.

Pike Township Trustee: A request was made to destroy the following documents: Poor Relief Voucher Book (1995-1998): Poor Relief Application (1995-1998): Poor Relief Claims Records (1995-1998): Township Correspondence with Fire Department (1995-1998): Township Paid Bills & Receipts (1995-1998): Township Expired Insurance Company Records (1995-1998): Dog Tags and Receipt Books (1995-1998): Fire Department Paid Bills & purchase orders (1995-1998): Bank Reconciliation Records (statements) (1995-1998): Bank Deposit Slips (1995-1998): Cancelled checks –Copy of Checks (1986-1995). Again mention was made for agencies to get retention schedules as several items of this request fell under the Financial Retention guidelines. Dale Brewer moved to accept this request. Ms. Womacks seconded the motion and it was unanimously approved.

Office of Corporation Counsel, Collections Division: A request was made to destroy the following: Closed Collection Files (1991,1994-1998): CUBS Reports (1993,1995-1998): Parking Tickets (1993-1998): Administar Settlement (1993): OVB Reports (1994-1998, Jan through May, 1999): Controller's reports (1995): Weisfeld & Associates Reports (1995-1997): Miscellaneous Reports (1995-1997): Probation Reports (1995): Collection Files – No Action Taken (1995): Omega Satellite Info (1995): Garrison & Kiefer Reports (1998). David Shonle moved to accept the motion. Ms. Womacks seconded this motion and it was unanimously approved.

Office of Corporation Counsel, City Prosecutor: A request was made to destroy the following: City Prosecutor Environmental Lawsuits (1993-1994): City Prosecutor Environmental Files (1996-1997): City Prosecutor Environmental Lawsuits (1997-1998). Marty Womacks moved to accept this request. David Shonle seconded the motion and it was unanimously approved.

Commission members requested that the State's Commission on Public Records send notification upon their approval of the county's Commission records requests. A specific notification would allow county agencies to contact the local Commission rather than the state.

There being no further business, Dale Brewer adjourned the meeting.

Wanda Martin, Chairman

Sarah M. Taylor, Secretary